

THE SECURITY BUZZ

The Office of Security at the National Processing Center Newsletter

November 2007 / Issue 5

AROUND NPC

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Background Investigations

By direction of Executive Order 10450, every position in the Department of Commerce requires some level of investigative processing for suitability and security. Suitability investigations provide an assessment of an individual's potential likelihood to promote the efficiency and integrity of the Department's operations when filling a particular position, consistent with national security. In general, the type of investigation to be conducted, if required, will be based on the risk associated with the individual's work and the anticipated period of association with the Department. All employees at the National Processing Center (NPC) are required to have, at a minimum, a National Agency Check w/Inquiries (NACI). This is for positions that are classed as non-sensitive, low risk. This is a suitability investigation, as mentioned above, not a clearance such as Top Secret, Secret, etc. Personal information is protected by the Privacy Act of 1974.

Handicap Parking

Disabled personnel requesting Disability Parking (general or temporary) must submit to the Health Unit, an NPC 1126 "U.S. Census Bureau, NPC, Disability Parking" application completed and signed by the employee's physician. (Applications are available from the Health Unit, Customer Security Service Office (CSSO,) or the Census intranet under forms.) After the Health Unit receives a completed application and approval given, the CSSO will issue a red parking sticker to those employees with permanent disabilities who are approved for a general disability parking space.

Requests for Temporary Disability permits must include the doctor's prognosis as to the length of time of the handicap. Employees with a temporary disability will be issued a hangtag dated for the duration of the disability.

Employees issued General or Temporary disability parking permits may park in any unnumbered space marked with the wheelchair emblem.

Laptops

Everyone that uses a laptop for work purposes at NPC is required to carry an approved NPC-1145, Contractor/Visitor Property Pass. All units brought into or out of the NPC are subject to inspection and confiscation, if proper paperwork/authorization is not accompanying the laptop. Proper approval is granted through the Information Systems Security Officer or his designee. Personal laptops are not allowed in the NPC and cannot be connected to any system that is connected to the Census Network.

When leaving NPC you must turn in....

All government issued keys, credentials/badges/access cards, carpool passes, credit or travel cards, cell phones, palm pilots, blackberry devices, and any other issued equipment. Lastly, remove your decal from your vehicle.

ASK BUZZ



"BUZZ"

Buzz says...

Your Security Officer is here to serve and assist you. Any security violations, loss or compromise of sensitive information needs to be reported to the Office of Security immediately, so appropriate action can be taken. Contact the Regional Security Officer, Syd Deane, CPP on x3445, or the Assistant Regional Security Officer, Debra Rochner on x3818, or Physical Security Specialist, Brian Fleenor on x3505.

OSY WEBSITE

How do you get to the OSY website?

Go to our Internet Explorer website: <http://cww.npc.census.gov/osy/>.

NEXT ISSUE

What can you look forward to in the next issue?

Information on guidelines for handling telephone threats, frequently used forms, and more.

CONTACT INFO

If you have questions or suggestions, who do you contact?

Please contact Debra Rochner, Assistant Regional Security Officer on x3818 or email at: Debra.Kay.Rochner@census.gov.